

Quotation Request //

US Government Publishing Office

Northeast Region
infnortheast@gpo.gov
Washington DC 20401-0000

JACKET:540-244

Quotations are Due By:
(Eastern Time) 11:00 AM on 12/18/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: ORNL and ATLC contract books - 4x7 saddle-stitch

QUANTITY: 250 Saddle Stitched Booklets

. **SUBMIT QUOTES** via Quick Quote (<https://securessl.access.gpo.gov/cc/openjobs.aspx>) Register: (<https://securessl.access.gpo.gov/cc/Register.aspx>) Fax, email, and phone quotes are not acceptable. All problems submitting quotes must be reported prior to bid opening to (614) 488-4535

TRIM SIZE: 4 x 7"

PAGES: 88-page plus 4-page (head-to-head)

SCHEDULE:

Furnished Material will be available for pickup by 12/18/2023

Deliver complete (to arrive at destination) by 01/03/2024

F.O.B. destination

*** Prior to Production Samples required by 12/29/2023 *** F.O.B. Destination to Oak Ridge, TN

PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

PRINTS head-to-head in 4 color process. Footer must align throughout.

GPO IMPRINT requirement is waived and must not print on the finished product.

SCORE, COLLATE, SADDLE STITCH in 2 places.

Prior to Production Samples required. DELIVER to Oak Ridge, TN. Email tracking#

MATERIAL FURNISHED: Contractor to pickup at GPO. - 408 kb PDF file (Printers Spreads) will be emailed or uploaded to contractors FTP upon award. Prior to image processing, the contractor shall perform an extensive check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Technical Contact on the Desktop Publishing Form, GPO 952. The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

. **MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

. If changes are made to the files furnished the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Cover: JCP Code* A180, Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 80#

Text: JCP Code* G10, Bond, Basis Size 17 X 22" Basis Weight 24#

... https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

COLOR OF INK:

4 color process.

PRINT PAGE: Head to Head

MARGINS:

Bleeds throughout

PROOFS:

Prior to the commencement of production of the contract production quantity, the contractor shall submit TWO prior to production samples of EACH BOOK to agency.

PROOFS WILL NOT BE RETURNED. Contractor should make additional set of proofs for reference.

The sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the department. All samples will be tested for conformance of material(s). The samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES

* * * Contractor must NOT print prior to receipt of an "OK to Print".

The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

. Government will approve, conditionally approve, or disapprove the samples within ONE (1) workday of the receipt thereof. Date of receipt is NOT considered first workday. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

. If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

. In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

. In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

. Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PACKING:

Package to ensure no damage prior to receipt by agency. Pack in uniform quantities. Boxes must be filled to capacity without air. Each shipping container must not exceed 45 pounds when fully packed.

DISTRIBUTION:

Email tracking# to andersonjl1@ornl.gov; & jgooden@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment.

The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Req. X-XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

-INSIDE DELIVERY of proofs and order by 2pm of order TO: ORNL UT-Batelle ATTN: Joy Anderson
*** IF USING USPS ***
PO Box 2008 - Bldg 4500S, MS-6284
Oak Ridge, TN 37831

*** IF USING SMALL PACKAGE CARRIER ***
One Bethel Valley Road, Bldg 4500S, Room T003-4
Oak Ridge, TN 37830-6284

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

- Inspection Levels (from ANSI/ASQC Z1.4):
(a) Non-destructive Tests -- General Inspection Level I.
(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-10. Process Color Match	Approved Preproduction sample

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by

the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Attachment(s): NONE